

Appendix S. Northern Colorado Plateau Network Monitoring staffing Plan September 2005

This staffing plan describes staffing for monitoring implementation for the Northern Colorado Plateau Network (NCPN). Staffing needs will be reassessed regularly to assure efficient network operation. Some positions in this plan are currently approved and filled, others represent potential new positions. Some currently staffed positions are not included because they are related to short-term goals. This plan does not constitute a formal proposal for any new positions. Proposed new positions will be considered on a case by case basis by the NCPN Board of Directors.

BACKGROUND

The NCPN was formed in FY2000 to develop an inventory and monitoring program for 16 parks in Utah, western Colorado, northern Arizona and southwestern Wyoming. The Inventory and Monitoring(I&M) program is designed to establish inventory and monitoring as standard practice in NPS, to monitor park ecosystems to provide a scientific basis for park management, to share information from inventory and monitoring widely, and to form partnerships for attaining common goals and objectives. Five parks within the network are designated as the Northern Colorado Plateau Prototype. The network and prototype efforts are being developed as a single, unified program.

NETWORK ORGANIZATION, FUNDING AND FTEs

In FY2002 the NPS Washington Office established separate organizational codes for each of the 32 Inventory and Monitoring Networks. The organizational code for the Northern Colorado Plateau Network is '2118.' Funding and FTEs for the NCP network and prototype programs are assigned to this organizational code.

Full Time Equivalents (FTEs). Currently the network and prototype program have been assigned a total of 11 FTEs. These FTEs have been assigned to the network and prototype components of the program as follows.

Table 1. FTE Allocation to Northern Colorado Plateau Network and Prototype

FTE Assignment	FY01	FY02	FY03	TOTAL
Network	3	2	1	6
Prototype	1	2	2	5
Total				11

Plans for assignment of additional FTEs are unknown at this time.

Funding. Funding for Vital Signs and Prototype Monitoring and Water Quality Monitoring comes to the NCPN organization as base funding. The current annual funding for monitoring is \$1,075,000. Distribution of funding requires that NCPN progress meet with approval of WASO officials. Networks are required to submit an annual work plan and accomplishment report to WASO each year.

Staffing. The NCPN I&M Program currently employs a multi-pronged approach to meeting workload demands of the growing program: direct hiring at the network level; salary supplements to park based employees (temporary employees only); contracting; and cooperative arrangements with USGS, CESU cooperators and others.

This discussion does not include staff primarily devoted to special projects, such as vegetation mapping and soil surveys. The network currently has a core staff of permanent and term positions based at SEUG and COLM. NCPN has also supplied funding to individual parks to cover the salary of seasonal and/or term employees who are contributing to a variety of network projects.

Staffing needs for monitoring can only be roughly approximated because monitoring protocols are in development. Presented in Tables 2 and 3 and Fig. 1 is a core staff of five permanent and four term positions. This staffing is a close to the present NCPN organization, excepting the staff devoted to vegetation mapping. Salary and benefits for this organization totals \$606,000 as of FY05 and represents 56% of the base funding for the NCPN monitoring program (\$1,075,000). Four positions devoted primarily to data management, with a total cost of \$234,000, are included. Some flexibility is provided by one subject to furlough position (the proposed Hydrologist position may also be other than full time).

Table 2. Summary of NCPN staffing for monitoring.

NPS Positions	Grade	Tenure	Location	FY2005
Program Manager	GS13	Permanent	SEUG	\$102,062
Administrative Assistant	GS6	Permanent	SEUG	\$39,582
Quantitative Ecologist	GS12	Permanent	SEUG	\$80,625
Vegetation Program Manager 20 pp ¹	GS12	Permanent (STF)	SEUG	\$81,358
Data Manager	IT11	Permanent	COLM	\$77,448
Data Lead	GS9	Term	SEUG	\$55,598
IT Specialist	IT7	Term	COLM	\$52,750
GIS Specialist	GS7	Term	SEUG	\$48,384
Hydrologist ²	GS11	Term	BRCA	\$68,280
Total NCPN Perm & Term Staff Cost				\$606,000

1. The work load for this position will be evaluated as the program evolves. Because it is subject to furlough, the minimum cost for supporting this position is ca. \$55,000.

2. A term Hydrologist to be shared with SCPN was approved in 2004. That position is being re-evaluated in light of the work load proposed for NCPN water quality monitoring and will likely result in a request for a term full-time (or STF) position as shown here.

Table 3. cont.

ROLES AND RESPONSIBILITIES OF NCPN STAFF

For the Northern Colorado Plateau Network I&M Program, a description of the roles and responsibilities for each current and proposed position is provided in Table 3.

Table 3. Summary of Northern Colorado Plateau Network Monitoring Positions.

NCPN Position	Summary of Duties and Responsibilities
Program Manager Ecologist GS-408-13 Permanent Incumbent: Thomas O'Dell Duty Station: SEUG EOD Date: 5 October 2003	<p>The Program Manager is responsible for all aspects of this long-term, base-funded program, including planning, staff supervision, program execution, data management, and cooperation with other agencies, tribes, and institutions. The Southeast Utah Group Chief of Resources supervises the NCPN Program Manager. General direction comes from the NCPN Board of Directors. The Program Manager is responsible for ensuring scientific rigor and oversight to NCPN I&M program development and implementation. Duties include the design and development of a balanced monitoring program, development and testing of monitoring protocols, development of monitoring and research designs and workplans, data assessment, analysis and management, and the publication and dissemination of program results. The Program Manager is responsible for all aspects of program management including formulation and management of budgets; development, hiring and supervision of network staff; development, negotiation and management of cooperative agreements, contracts and similar instruments; preparation of network plans, workplans and annual program reports. As needed, the incumbent is expected to establish creative partnerships to support NCPN I&M program goals.</p>
Administrative Assistant Admin. Support Assistant GS-0303-06 Permanent Incumbent: Douglas Perry Duty Station: SEUG EOD Date: September 6, 2004	<p>The Administrative Assistant is responsible for supporting all aspects of program management. Duties include budget tracking analysis, timekeeping, travel, procurement and office logistics. The incumbent also assists with proofreading and editing program documents, meeting arrangements and note taking.</p>

Table 3. cont.

NCPN Position	Summary of Duties and Responsibilities
Quantitative Ecologist Ecologist GS-408-12 Permanent Incumbent: Steven Garman Duty Station: SEUG EOD Date: February 9, 2004	<p>The Quantitative Ecologist is responsible for developing general sampling designs and ensuring the validity of experimental designs associated with particular projects. The Quantitative Ecologist develops monitoring protocols and provides statistical and analytic support to network projects. An integral role of the Quantitative Ecologist position is to work collaboratively with staff and cooperating scientists to ensure rigorous and integrated collection and analysis of quantitative monitoring data. As needed, the Quantitative Ecologist will oversee inventory and monitoring projects including the drafting and oversight (as COTR) of projects performed through contract, interagency or cooperative agreement. The nature of the Quantitative Ecologist's role will change as the monitoring program moves into an operational phase. As the program begins to build a data record, a primary duty of the Quantitative Ecologist will be to develop statistical analysis routines and assess the adequacy of sample replication and sampling designs. Once the program matures, the Quantitative Ecologist will focus on data analysis and interpretation.</p>
Vegetation Program Manager Ecologist GS-408-12 Permanent, subject to furlough Incumbent: Angela Evenden Duty Station: SEUG EOD Date: 5 October 2003	<p>The Vegetation Program Manager is responsible for development and implementation of key vegetation components of the network program which include (but are not limited to): vegetation classification and mapping; invasive plant mapping and monitoring; spring, seep and hanging garden inventory and monitoring; development of verified vascular plant species lists for network parks (NPSpecies); threatened, endangered and sensitive plant species inventory and monitoring. The incumbent completes vegetation inventories and developments and implements vegetation related monitoring protocols. For the vegetation program areas listed above the Vegetation Program Manager carries out program management duties by developing and overseeing budgets, work plans and schedules, scopes of work, cost estimates and proposals and/or grants to justify funding requests and accomplish goals. Administers and tracks project funds and prepares accomplishment reports. Maintains awareness of applicable funding sources within and outside NPS and pursues ancillary funding for NCPN when possible. Negotiates and administers (as COTR) cooperative and interagency agreements and other cooperative instruments needed to effectively carry out vegetation inventory and monitoring projects. Supervises term and seasonal employees associated with vegetation projects.</p>

Table 3. cont.

NCPN Position	Summary of Duties and Responsibilities
Data Manager Computer Specialist IT-2210-11 Permanent Incumbent: Margaret Beer Duty Station: COLM EOD Date: 31 December 2000	Position Summary: The Data Manager is responsible for developing and maintaining a comprehensive database management system for physical, biological and environmental data associated with the NCPN inventory and monitoring efforts. This includes work with the suite of service-wide I&M databases (NPSpecies, Dataset Catalog, NatureBib, etc.) and locally developed databases. The data manager presently serves as the 'Point of Contact' for NPSpecies data management for all 16 network parks. In addition the data manager is also responsible for ensuring linkages of NCPN I&M data with other NPS databases including ANCS+, national vegetation mapping databases and others. The Data Manager obtains and manages data from parks and cooperating agencies and institutions, designs databases for inventory and monitoring projects, ensures compatibility with national I&M datasets, and that databases are documented and validated. The Data Manager writes data management plans and protocols, ensures the long-term accessibility of data, and is a key link for the dissemination of natural resource data to park managers, cooperating agencies and scientists. The Data Manager also actively contributes to NPS and other regional and national discussions regarding data management standards, innovations and issues.
Data Lead GS-09 Series and tenure TBD Incumbent: Vacant Duty Station: SEUG EOD Date: TBD	Position Summary: The Data Lead assists with managing data for the network. The incumbent is responsible for performing quality control procedures on data sets (spatial, tabular, photographic) from monitoring and inventories, critically evaluating project reports and helping ensure that all products are in I&M compatible formats and fully documented. The Data Lead assures distribution, archiving and security of final products in accordance with network protocols. The Data Lead contributes to maintaining, updating and documenting all other I&M databases, including NatureBib, NPSpecies, Dataset Catalog. The incumbent is responsible for developing data management procedures for monitoring data. Provides technical support to program scientists and staff as needed and limited administrative support to the overall network program.
GIS Specialist Biological Technician GS-7/9 Series and tenure TBD Incumbent: Vacant Duty Station: SEUG EOD Date:	Position Summary: The GIS Specialist provides GIS support to the I&M program and staff. This includes managing, documenting, and distributing spatial data resulting from inventory and monitoring projects, providing GPS assistance and training to staff and contractors, GIS assistance to network parks, and general map production and staff assistance. The GIS lead also develops and maintains an inventory of spatial data sets for network parks, acquires and manages base spatial data for the Northern Colorado Plateau and surrounding areas, and acquires the spatial component of the 12 basic inventory data sets as they become available. The incumbent ensures that all spatial data sets acquired by the network have FGDC-compliant metadata attached, and completes metadata for all spatial data sets created by the network. The incumbent assists with acquiring, analyzing and managing remotely sensed data for monitoring.

Table 3. cont.

NCPN Position	Summary of Duties and Responsibilities
IT Specialist Computer Specialist Series and tenure TBD Duty Station: COLM	Position Summary: The IT Specialist develops, documents, and maintains a variety of databases using Microsoft Access and following general database design guidelines developed by the Inventory and Monitoring Program. Database development involves working closely with program staff and cooperators to design tables, queries, forms, reports, and modules; debugging; and ensuring overall database functionality and ease of use. The Specialist documents all fields and code created, writes user manuals, provides technical support to users, and ensures that databases are updated to remain compatible with current software versions. In addition, the incumbent works extensively with established Inventory and Monitoring databases, including NPSpecies, NatureBib and Dataset Catalog. The incumbent converts out-of-date databases or legacy data sets to current software standards, and assists with downloads or imports of new data sets into existing databases. The position ensures the security of all databases, performs backups, and archives data sets in accordance with NPS and network standards. This position also has primary responsibility for maintaining the NCPN website, which includes posting data sets, updating page content, and developing interactive applications,
Hydrologist Series and tenure TBD Hydrologist GS -9/11 Incumbent: Duty Station: BRCA	The Hydrologist has lead responsibility for water quality monitoring for the network. Coordinates with supporting agencies including UT DWQ, USGS WRD and NPS park staff. Ensures that water quality samples are collected and analyzed on schedule. Analyzes results and manages data from water quality sampling. Writes and distributes reports summarizing water quality monitoring results for various audiences.
Various Seasonal or Term Employees Series, tenure and duty station TBD	Additional personnel will be required for field data and sample collection and other monitoring activities. These roles may be filled through agreements with parks to support part-time staff or with other types of appointments.

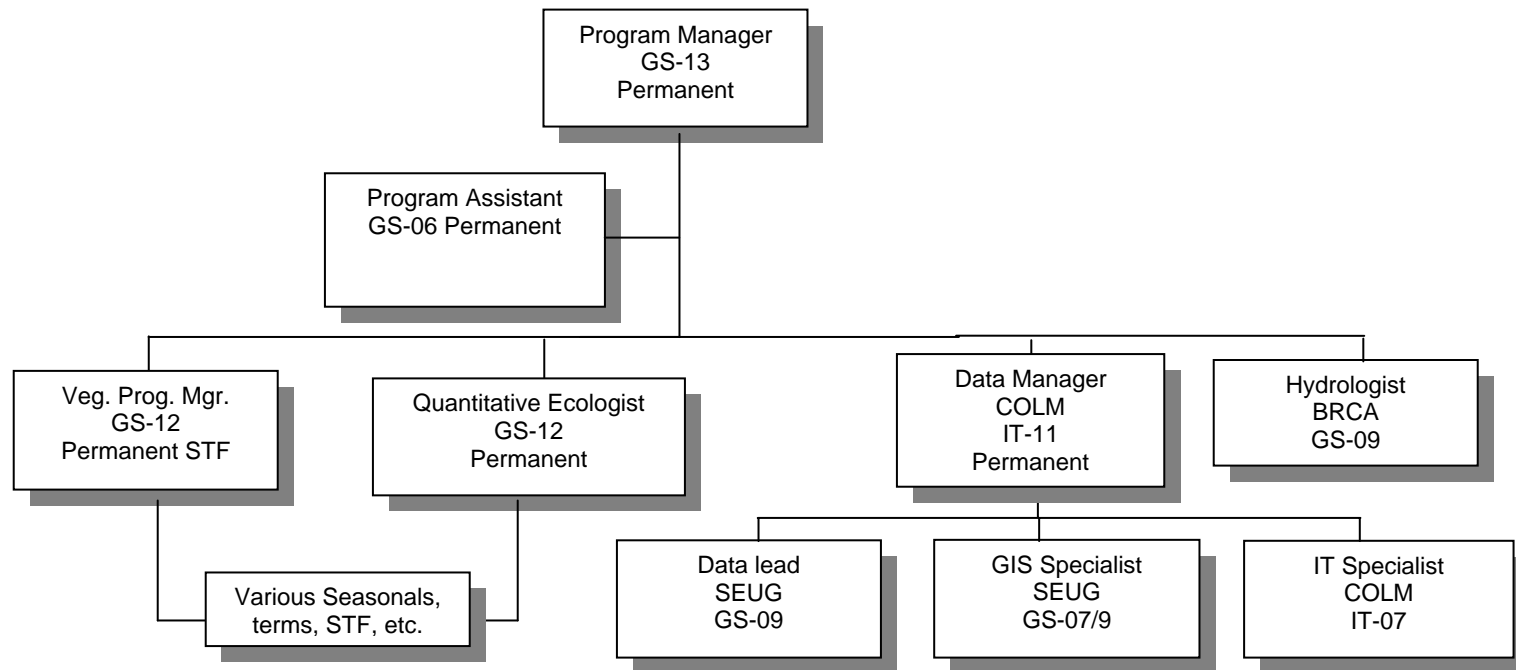


Figure 1. Target Table of Organization for NCPN